

Indiana Swimming Meet Announcement Template

For sanctioning of meets, Indiana Swimming requires certain items. Items below in **RED** must be included in Meet announcement VERBATIM. Items have been placed in appropriate categorical order for a meet announcement.

Sanction: **This meet is sanctioned by USA Swimming and Indiana Swimming. Sanction Number _____.**

Location: Address of facility

Facility: Describe location and include the following:

1. **Water Depth:** The meet announcement shall include information about water depth measured for a distance of 3 feet 3 ½ inches (1 meter) to 16 ft. 5 inches (5 meters) from both end walls. (please reference 103.2.3 Pools with a depth of less than 4 feet at starting end cannot use starting blocks).
2. Please include **ONE** of the statements below that is applicable to your facility:
 - a. **The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming. OR**
 - b. **The competition course has not been certified in accordance with 104.2.2C(4),**
Reminder to hosts but **NOT** to be included in meet announcement: 104.2.2C(4): Where a moveable bulkhead is used, course measurements of the lane in which the record was set (American, US Open, or National Age Group Records) must be confirmed at the conclusion of the session during which the time was achieved.

Eligibility: **Swimmer(s) must be registered with USA Swimming prior to the competition. Age as of insert first day of meet shall determine the swimmer's age for the entire meet.**

*****Indiana Swimming does not process on-site athlete registration.**

Rules: **Current USA Swimming and Indiana Swimming rules will govern this meet.
USA Swimming Rules 202.3.2- At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee shall assist the athlete in making arrangements for such supervision.**

Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Coaches MUST constantly display their current USA Swimming coach credential to gain deck access. The meet referee reserves the right to ask for coach credential display and/or deny deck access if coach does not comply or card is no longer valid/current.

In swimming competitions, the competitor must wear only one swimsuit in one or two pieces except as provided in USA Swimming rule 205.101.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee.

Effective

1.1.12 Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms

Format:

Entries

Deadline: **Entries will be accepted starting: Host to insert date. Entry deadline will be: Host to insert date** Deadline must be a minimum of 2 weeks prior to the meet. Deadline will be extended if the meet is not full.**

Entry Chairman: Contact Info

Meet Director: Contact Info

Fees: Please use the guidelines below when determining entry fees:.

ENTRY FEES

	IE maximum allowed
Invites / Timed Finals	\$4.00
Prelims / Finals	\$5.00
Relays	\$6.00
Time Trials	\$5.00 / event
Long Distance Meets (ONLY 400 yards/meters or longer)	\$5.00 / event
OPEN WATER	\$20
Deck Entries (if host club chooses)	Double the applicable fee
Surcharge (EVERY sanctioned meet): For each swimmer entered/swimming in ANY sanctioned, or approved meet. Be sure to include in your Meet Summary of Entries page and in your event set-up in Meet manager.	\$1.50 / swimmer surcharge payable back to Indiana Swimming

Refunds: In any meet sanctioned by Indiana Swimming other than Championship Meets, the host team shall limit the number of swimmers in any one or more events to maintain a reasonable length of the meet. In the event that entries are limited, the host team must return the entry fees to the club(s) whose swimmers are not allowed to compete in the specific event(s).

Check-In:

Clerk of Course:

Awards/Scoring:

Schedule: including warm-up times and session times.

Order of Events:

Entry Summary page: **Include a checklist/statement about how clubs entering would like their results.**

Hard Copy)snail mailed OR .htm/.pdf file emailed)

Meet Manager Backup (e-mailed)

Team Manager .cl2file (e-mailed)

All of the above.

Email address to send above to: _____

Release and Hold Harmless Agreement:

Financial Summary

ADDITIONAL ITEMS YOU'LL WANT / NEED TO INCLUDE

- Seeding Procedures (if applicable, include any heat limits and refund policies for those swimmers not making the heat limit – see above)
- Extra Costs (Admissions, Heat Sheets, Final Results, Parking) – Indiana Swimming does not dictate/limit.
 - (Host is permitted to use a general statement that fees will be charged)
- Missed Cut Information & Verification – if applicable
- Additional Facility information (restricted areas, no smoking, etc)
- If you will need to recruit volunteer timers and/or officials, be sure to include it in your entry information. It is not desirable to announce over the sound system that the meet won't start until timers are behind the lanes.
- Maps of facility and/or community

Please be aware that once you set and publish/sanction the Order of Events, you cannot change them. This is a USA Swimming Rule (102.8.1). Even after entries are in, you cannot switch events around to fit within the 4-hour planning guidelines or combine sessions.